

## Closing Checklist April – September

### Front of House

- \_\_\_ Unplug *tasting room open sign*; change road sign to *closed*
- \_\_\_ Complete cash-out; ensure drawers are \$200 and place cash out envelope in the invoice slot by Chris's office
- \_\_\_ Close Tasting Room Bottle Write off
- \_\_\_ Place till keys in top drawer in tasting room office
- \_\_\_ Turn off fridge light & cooler lights
- \_\_\_ Turn off fountain **once all guests have left**
- \_\_\_ Refill linen drawer; put all used linens in laundry bag. **SUNDAY** - put laundry bag by restaurant kitchen's back door for Monday morning pick-up
- \_\_\_ Marry wines, date open tasting bottles in front chillers and back fridge; update open bottle list; replace pour spouts with caps or corks
- \_\_\_ Soak pour spouts in warm soapy water for 2 mins; rinse thoroughly after
- \_\_\_ Wash & polish all glassware
- \_\_\_ Remove plug from dishwasher, hold drain button (beside temperature displays) for 5 seconds to begin draining, and allow to drain fully.
- \_\_\_ Turn off Dishwasher and leave door open
- \_\_\_ Wipe inside of wine cooler with cloth
- \_\_\_ Clean public & staff bathrooms (sweep and mop if necessary; replace soap, paper towel & toilet paper when low; wipe down counter, mirror, toilet, and sink)
- \_\_\_ Return dirty dishes to restaurant and bring clean dishes back; tidy up food prep stations; check stock of snack menu items
- \_\_\_ Break down extra wine boxes (>6)
- \_\_\_ Collect recycling, garbage & compost and drop off at dumpsters
- \_\_\_ Take out full cases of empties to the shed by the restaurant
- \_\_\_ Record fridge temperatures on clipboard in the back of the tasting room
- \_\_\_ Turn off AC if not needed overnight
- \_\_\_ Lock windows & doors
- \_\_\_ Close doors from tasting room to office & office door to back storage area
- \_\_\_ Turn off lights, turn on alarm & lock back door



### **Stocking**

- \_\_\_ Restock wine on retail shelves, fridge, and cupboards
- \_\_\_ Restock retail items (fridge drinks, charcuterie packs & cheese; chocolate; maple syrup; crackers; magazines; cookbooks, candles, jams etc.)
- \_\_\_ Stock waters for next day in fridge

### **Patio**

- \_\_\_ Wipe down all tables & chairs on terrace
- \_\_\_ Check for used glassware and trash at picnic tables & down by the pond
- \_\_\_ Close all umbrellas

### **Managerial Duties**

- \_\_\_ Pack & arrange shipping for any orders that came in during the day
- \_\_\_ Check voicemails & emails; respond or leave note for opening staff
- \_\_\_ Check *Tock* for next day's reservations for any charcuterie orders. Place orders via email to [chef@unsworthvineyards.com](mailto:chef@unsworthvineyards.com) (cc [salesdesk@unsworthvineyards.com](mailto:salesdesk@unsworthvineyards.com)) with quantity

### **Comments**

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